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Personnel

**ENGINEERING AND TECHNICAL
MANAGEMENT AWARDS
(CORRECTED COPY)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Mrs. Sherri May, Mrs. Laina Livingston)
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This instruction implements AFPD 36-28, *Awards and Decorations Programs*. It states the purpose of each AFMC Engineering and Technical Management (E&TM) award, defines eligibility, and prescribes nomination, selection, and presentation procedures.

SUMMARY OF REVISIONS

This revision updates the evaluation criteria, award eligibility and award categories.

1. General Information and Nomination Procedures.

1.1. General Information. This instruction establishes the annual AFMC E&TM awards for individuals and teams. The awards provide annual recognition for exemplary contributions and dedication to the E&TM community; accomplishments are affirmed through twelve awards in two categories: AFMC and Sponsored Awards. All awards consist of a plaque, citation, and either a Civilian Commendation Letter or a recommendation for the Air Force Achievement Medal. Teams are presented with one plaque. The use of government funds is authorized for the procurement of plaques.

1.2. Nominating Procedures. Award period will cover the calendar year. Nomination packages must be unclassified. All nominations are to include a cover sheet and must address each criteria element (sample package is attached). Accomplishments being recognized must have been performed in the nominating organization. Submissions are limited to one nomination per category per center; multiple submissions will not be accepted. An individual or team may only be nominated for one award. An individual may be nominated for an individual award and as a member of a team; however, the accomplishments being recognized must be different. Nomination packages not following the guidelines provided in this instruction will not be evaluated. All nomination packages are to be submitted electronically via E-mail or by floppy disk and prepared in bullet format using Times New Roman 12

pitch, single spaced, one inch margins and are not to exceed two double-sided pages in length (including cover page). The local E&TM Functional Element Board (FEB) member and the center commander must endorse center submissions. If a representative has been designated to sign for the commander, such a statement must be provided. Endorsements can be provided electronically or via fax. Packages will not be evaluated without the proper endorsements. The endorsement approves all the center's nominations.

1.2.1. Cover Sheet. Clearly state the award for which the package is being submitted. Include all information as displayed on the attached sample. If the nomination is for a team, the cover sheet should also include all team members' name; grade or rank; Air Force Specialty Code (AFSC) or occupational series; office symbol; and phone number.

1.2.2. Criteria Elements. Accomplishments must be addressed through the evaluation criteria elements; do not provide additional justification statements. Please use bullet format.

2. Evaluation Criteria, Selection, Notification, and Presentation.

2.1. Evaluation Criteria. The following criteria will be used to evaluate the engineering and technical management nomination packages:

- **Leadership:** Explain how the nominee demonstrated customer focus and quality values as part of day-to-day leadership and management of accomplishments.--**20 pts**
- **Innovative Engineering or Process Management Improvement:** Explain how new and/or improved products and services were designed and introduced. Describe innovations in engineering, processes, or methods. Describe how the process improvements met or exceeded the organizations operational performance requirements. Where applicable, use the earned value process--compare how much work has actually been completed against the amount of work planned to be accomplished.—**30 pts**
- **Customer Focus and Satisfaction:** Explain how the nominee determined the near-term and long-term requirements and expectations of customers.—**20 pts**
- **Engineering/Technical Merit:** Explain the results obtained through the nominee's efforts to support the AFMC EN Mission: Supports AF war fighters by assuring the capability and safety over the life cycle of AF systems through the development and management of engineering policy, processes and infrastructure (human resources, tools, equipment, etc.) necessary for system development, production, support and disposal. This includes design, testing and evaluation, manufacturing, quality assurance, configuration and data management, support engineering, technical orders, mission critical computer resources, support equipment, and specialized engineering. Address the effects on cost, schedule, and performance (including supportability). If there is no dollar value, identify the significant and tangible impact the accomplishments had upon the E&TM community. Describe the benefits and support of both the E&TM community and our external customers. —**30 pts**

2.1.1. Additional award criteria may be found in the specific award descriptions. For team nominations, the team chief must meet the award eligibility criteria; specific AFSCs or occupational series are not required for the team members unless noted under the award.

2.2. Selection. The E&TM headquarters directorate will chair a selection panel consisting of engineers and technical management professionals chosen from the FEB membership. Panel members

will be sent a copy of all nominations and asked to ballot each package against the evaluation criteria. Ballot forms will be returned to HQ AFMC/EN for analysis.

2.3. Notification. HQ AFMC/EN will send a winner announcement letter to the Center Commanders, the FEB membership, and the winner's supervisor through their two-letter chain of command. Banquet details and registration information will be included in this letter. This letter will also serve as notification of non-selection.

2.4. Presentation. The awards will be formally presented during an annual HQ AFMC E&TM Awards Banquet and Presentation Ceremony held in conjunction with a spring FEB meeting. Award winners, their guests and their supervisors are encouraged to attend all activities. Inability of nominees to attend the banquet will not affect their selection for the award. However, if the award winner is unable to attend, their supervisor or nominating official must contact HQ AFMC/ENRM to designate a representative to accept the award at the ceremony.

2.4.1. Temporary Duty (TDY). All TDY expenses are to be funded by the nominating or sponsoring organization. HQ AFMC/EN will not provide any TDY funds.

3. Award Eligibility and Award Categories.

3.1. Award Eligibility. Individual award categories: all AFMC military (enlisted and officer) or federal civilian employees (full and part-time), or Federally Funded Research and Development Center (FFRDC) members nominated in the Chief Engineer category. Team award categories: all AFMC military (enlisted and officer) or federal civilian employees (full and part-time). Individual Mobilization Augmentees (IMA) and contractors can be nominated when part of a team. Nominee's duties must directly support the E&TM function. This program does not apply to the Air National Guard or US Air Force Reserve units or members. Teams or individuals can be nominated as specified in Table A1.1., Attachment 1. Individuals/teams listed below are eligible for the E&TM awards.

3.1.1. Engineers: Individuals working in an engineering occupational series or AFSC.

3.1.2. Technical Management: Individuals working in Production, Manufacturing, Quality Assurance, Data Management or Configuration Management.

3.1.3. Engineering Technician: Individuals working in an engineering technician occupational series (0802, 0856, 0895) or equivalent AFSC.

3.1.4. E&TM Support: Individuals working in Human Resources, Financial Management, Manpower Management or Administration.

3.2. Award Categories.

3.2.1. AFMC E&TM Awards:

3.2.1.1. Junior Engineer Achievement. This award recognizes technical contributions to the sustainment, testing and advancement of Air Force weapons systems. Nominees must hold an engineering AFSC or occupational series and have no more than 15 years experience.

3.2.1.2. Senior Engineer Achievement. This award recognizes technical contributions to the sustainment, testing, and advancement of Air Force weapons systems. Nominees must hold an engineering AFSC or occupational series and have more than 15 years experience.

3.2.1.3. Outstanding Chief Engineer. This award recognizes noteworthy application of lead-

ership skills that significantly aided organizational effectiveness and customer satisfaction in systems engineering management. Nominees must hold an engineering AFSC or occupational series and be in positions of Chief Engineer, Technical Director, or Director of Engineering (functional staff or program office). Chief Engineers assigned to FFRDCs are also eligible for this award.

3.2.1.4. Outstanding Technical Management Leadership. This award recognizes outstanding contributions or achievements in support of the E&TM community. Nominees must be in a Division/Branch Chief or similar management position. Nominees must also occupy a technical management position or hold an engineering AFSC/occupational series and work on Production, Manufacturing, Quality Assurance, Configuration Management or Data Management issues.

3.2.1.5. Outstanding Technical Management Support. This award recognizes outstanding contributions or achievements in support of the E&TM community. Nominees must occupy a technical management position or hold an engineering AFSC/occupational series and work on Production, Manufacturing, Quality Assurance, Configuration Management or Data Management issues.

3.2.1.6. Outstanding Technical Management--Team. This award recognizes outstanding team contributions or achievements in support of the E&TM community. Team chief must be in a technical management position or hold an engineering AFSC/occupational series and work on Production, Manufacturing, Quality Assurance, Configuration Management or Data Management positions issues.

3.2.1.7. Outstanding Engineering Technician. This award recognizes outstanding contributions or achievements in support of the E&TM community. Nominees for this award must hold an Engineering Technician occupational series (0802, 0856, 0895) or equivalent AFSC.

3.2.1.8. Career Achievement. This award recognizes continuous outstanding performance of a federal civilian employee. Nominees for this award must have at least 15 years government service in an E&TM supporting function. At least 10 of the 15 years must be in AFMC or its predecessor commands. The nominee's outstanding personal contributions and significance of accomplishments must be clearly identified.

3.2.1.9. E&TM Support. This award recognizes non-managerial personnel who support the E&TM community. Nominees must hold a non-engineering/non-technical management AFSC or occupational series. Individuals must be a Major/GS-13 or below.

3.2.2. Sponsored E&TM Awards.

Three of the E&TM awards are individually sponsored. Two awards are sponsored by retired commanders of the former Air Force Systems Command (AFSC) and one by the family of a military member killed in action in Vietnam. Two of the sponsored awards include a \$100.00 honorarium; the other includes a team inscription on a traveling team trophy. Sponsored award categories are as follows:

3.2.2.1. General James Ferguson Engineering Award. General (Ret.) James Ferguson, Commander of the former AFSC from September 1966 to August 1970, sponsors this award. The award consists of a plaque, citation, and \$100 honorarium. **NOTE:** Funds are maintained in an Air Force Trust Fund managed by HQ AFMC/FM.

3.2.2.1.1. This award recognizes an outstanding AFMC engineer in the rank/grade of Major or GS-13 or below. Nominee must illustrate how resourcefulness was used to make or encourage significant contributions to solving technical engineering problems. During the award period, the nominee must have worked primarily on an acquisition-oriented program or have provided acquisition support for a product, process, or system. Achievements must have been technically oriented, provided reengineering, extended life cycle, redirected or established policy, enhanced quality of performance, effectively lowered overall cost, or enhanced its supportability or maintainability. Other engineering factors that demonstrate how the nominee's accomplishments successfully satisfied the customers' needs should be included in the nomination package.

3.2.2.2. The General Bernard P. Randolph Engineering Team Award. General (Ret.) Bernard P. Randolph, Commander of the former AFSC from July 1987 to March 1990, sponsors this award. General Randolph was responsible for establishing a renewed interest in the application of a team approach to engineering. The focus of the award is to encourage the team approach for addressing engineering specific processes, problems, or technical development. The entire team effort need not have been completed during the calendar year nominated; however, marked accomplishments during the nomination year must be demonstrated in the nomination package. The award consists of a team plaque, a citation for each team member, and a team inscription on the traveling General Randolph Team Award trophy. The trophy will be available for display at the team's home office until the next E&TM awards banquet.

3.2.2.2.1. This award recognizes the superior performance of an engineering team, consisting of at least two engineers, whose contributions have best enhanced the mission of AFMC. The team must support the enhanced engineering, test, and development of a specific process, technology, program or system, either during the development or sustainment of a system or process. The nomination package must demonstrate specific team achievements that include significant cost savings due to new or enhanced processes, increased mission capabilities, or substantially increased performance life cycles. Areas to consider include the team's quality structure based on effective and continuous commitment in meeting customers' needs, leadership that demonstrates a total quality approach to effective teamwork, evidence of the team's acquisition excellence, and demonstration of enhanced and innovative technological superiority.

3.2.2.3. The Captain Roland R. Obenland Engineering Award. The Obenland family, in memory of their son and brother, sponsors this award, established in 1972. Captain Roland R. Obenland was killed in action in Vietnam on 18 May 1968 during a close-air support mission in an F-100. In 1966, just prior to his assignment in Vietnam, Captain Obenland was a project officer on the development of the PRIME re-entry vehicle at the former Space Systems Division, AFSC, Inglewood, California. The award focuses on exemplary dedication and contribution to the Air Force through advancements in technology development or significant improvement through re-engineering projects. The award consists of a plaque, citation, and \$100 honorarium. **NOTE:** Funds are maintained in the Wright-Patterson Credit Union and managed by HQ AFMC/ENR.

3.2.2.3.1. This award recognizes a company grade officer with less than seven years of total active commissioned service as of 31 December of the year considered for the award. The nominee must be an engineer assigned to an AFMC systems program office (SPO),

SPO-type activity, or in the Air Logistics Center program or commodity management divisions engaged in advanced development, engineering, or test during the period of consideration. The nomination package must illustrate at least one of the following:

- Effective enhancement of engineering development or sustainability design;
- Effective enhancement of the technical direction of a system, subsystem, or process resulting in substantial and validated improvement in the system or process capability, sustainability, durability, life cycle, survivability, maintainability, reliability, or overall quality;
- Accurate identification of an engineering design problem that, if not corrected, would significantly impact end product capability, sustainability, serviceability or life cycle cost; or
- Creation, design or implementation of an effectively streamlined management or reporting process or system for the improvement in the technical direction of an acquisition effort.

JAMES F. BAIR

Director, Engineering and Technical Management

Attachment 1

AWARD ELIGIBILITY

Table A1.1. Award Eligibility.

AFMC E&TM AWARDS	
AWARD	ELIGIBILITY
Junior Engineer Achievement	Engineer – Individual (Mil or Civ)
Senior Engineer Achievement	Engineer – Individual (Mil or Civ)
Outstanding Chief Engineer	Engineer – Individual (Mil or Civ or FFRDC member)
Outstanding Technical Leadership	Engineer or Technical manager – Individual (Mil or Civ)
Outstanding Technical Support	Engineer or Technical Manager – Individual (Mil or Civ)
Outstanding Technical Management - Team	Engineer or Technical Manager – Team (Mil or Civ)
Outstanding Engineering Technician	Engineering Technician – Individual (Mil or Civ)
Career Achievement	Engineer or Technical Manager – Individual (Civ)
E&TM Support	Support Personnel – Individual (Mil or Civ)

SPONSORED E&TM AWARDS	
AWARD	ELIGIBILITY
General James Ferguson Engineering	Engineer – Individual (Mil or Civ)
General Bernard P. Randolph Engineering Team	Engineer – Team (Mil or Civ)
Captain Roland R. Obenland Memorial Engineering	Engineer – Individual (Mil)

NOMINATION COVER SHEET

(Times New Roman 12 pitch, single spaced, one-inch margins, NTE 2 double-sided pages)

Nominee's Last Name**HQ AFMC ENGINEERING AND TECHNICAL MANAGEMENT AWARDS****NOMINATION FOR: (NAME SPECIFIC AWARD CATEGORY)****NOMINEE OR TEAM CHIEF:** (Name – First, MI, Last)**Grade/Rank – Mr./Ms.:****TEAM NAME:** (if applicable)**ORGANIZATION NAME:****OFFICE SYMBOL:****COMPLETE MAILING ADDRESS:****NOMINEE DUTY PHONE:** (include both DSN & commercial number with area code)**DUTY TITLE:** (AFSC or occupational series title, i.e., 62E3G, Project Engineer)**DUTY AFSC OR OCCUPATIONAL SERIES:****Cumulative # of Years in AFSC or Occupational Series Specified Above:****POSITION TITLE:** (if different than Duty Title above, i.e., Chief, GSP Launch Operations)**SERVICE COMPUTATION DATE:****NOMINEE'S SUPERVISOR:** (include name, complete address, DSN phone number & DSN FAX number)**POC FOR QUESTIONS ON NOMINATION:** (name, grade or rank, office symbol, & DSN)**TEAM MEMBERS:** (include name, grade or rank, AFSC or Occ series, office symbol, & DSN phone number)

FULL NAME (how name should appear on certificate: First, MI, Last)	GRADE/ RANK	AFSC/ OCC SERIES	OFFICE SYMBOL	DSN:

NOMINATION FORMAT**Nominee's Last Name****CRITERIA ELEMENTS:**

Accomplishments being recognized should be addressed in each criteria element. Justification is not to exceed five bullet statements. Identify the significant and tangible impact the accomplishments had upon the E&TM community.

Leadership (20 pts):

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-
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-
-

Innovative Engineering or Process Management Improvement (30 pts):

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-
-

Customer Focus and Satisfaction (20 pts):

-
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-
-

Engineering/Technical Merit (30 pts):

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-
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